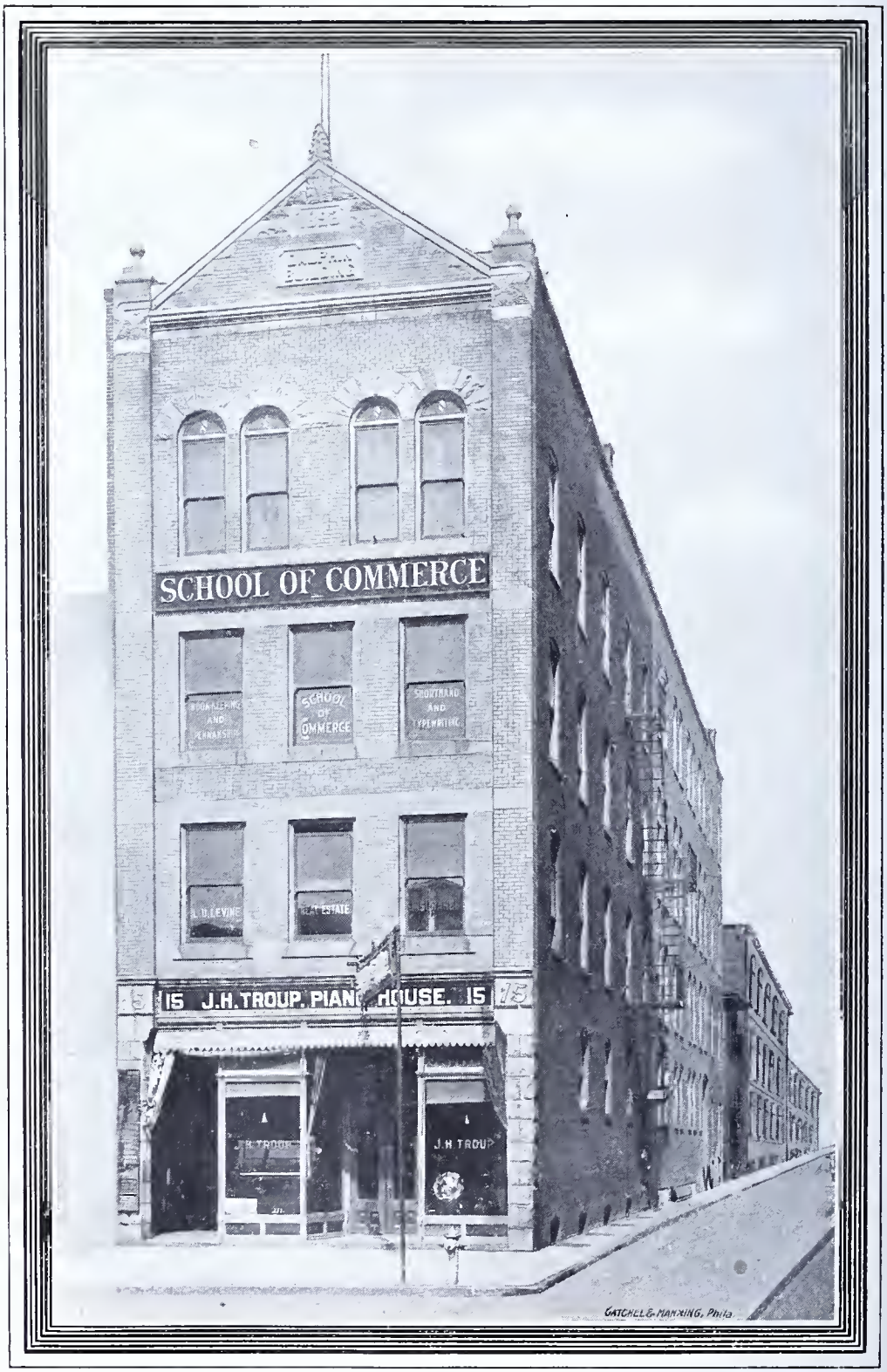
PENNSYLVANIA'S BEAUTIFUL NEW CAPITOL BUILDING

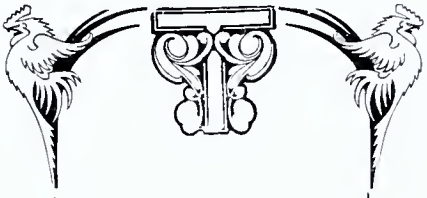


TROUP BUILDING, 15 SOUTH MARKET SQUARE
WE OCCUPY THE ENTIRE THIRD FLOOR 160X30 FT., OR 4800 FT. OF FLOOR SPACE

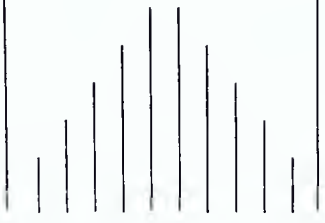
CATALOGUE

of the

School of Commerce



Business
English
Shorthand
Typewriting
Penmanship
Etc.



W. H. KELLER
D. L. M. RAKER
PROPRIETORS

15 SOUTH MARKET SQUARE
HARRISBURG, PA.

SUCCESSORS TO
J. C. SHUMBERGER & GEO. S. McCLURE

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W. H. KELLER

D. L. M. RAKER

Introduction

IN PRESENTING this Catalogue for careful study and comparison, we assure you that the statements herein made concerning the School of Commerce and the work it is doing, are correct; and it has been our constant aim not to make any overdrawn statements, and rather to understate than to overstate the advantages and facilities offered by the School; and we are willing to stake our highest honor on any assertion we may make.

The School of Commerce has obtained substantial recognition among the leading business and professional men of Harrisburg and surrounding towns; for School of Commerce graduates have no trouble in securing good paying positions.

We employ first class teachers who are thoroughly competent, earnest, and enthusiastic in their work. The course of instruction is thorough, practical, and systematic. We have learned from experience that the student's success in life will depend upon the accuracy and skill he has attained through careful work while attending school. Therefore, we keep thoroughness constantly in mind in our school work. The school's success and growth shows that we are meeting the wants of the business community; and any one who is seeking a good Business or Shorthand education, will find it profitable to consider and investigate our methods and facilities before deciding to go elsewhere; for by our work do we wish to be known. Pay the school a visit and see for yourself whether the work being done here is not the kind you would like to do, or have your son or daughter do, preparatory to entering a business career.

On account of being too much crowded, we have recently moved into beautiful new and larger quarters than those formerly occupied by the school. The light and ventilation, which is a very important consideration to the student who wishes to spend a year or so at school, is the best that may be had. We recently added eight new typewriters to our equipment, giving us twenty-four standard machines in daily use.

We hereby promise to put forth our very best efforts to promote the best interests of our patrons; and, should you decide to favor us with your patronage, you may rely upon us as proprietors and teachers to do our very best to produce results that are entirely satisfactory.

D. L. M. RAKER, Principal.

W. H. KELLER, Business Manager.

Historical

THE School of Commerce was organized in September, 1894, by Professor J. C. Shumberger, and held its first session with a few students in a small room in the Dauphin Building. Mr. Shumberger's aim in organizing the school, was for the training of young men and women for a practical business career. That his wishes were gratified, is proven by the school's growth and the fact that there are hundreds of young men and women who are either conducting thriving businesses of their own or are filling responsible positions which they attribute to their having completed a course of study at the School of Commerce.

HARRISBURG BOARD OF TRADE BUILDING

From one student in 1894, the school has grown until it has registered and had in attendance over three hundred students during the last year, and instead of occupying one little room, it now occupies the entire third floor of the J. H. Troup Building, 15 South Market Square. The building is 160 by 30 feet, giving us a floor space of 4800 feet.

Messers. J. C. Shumberger and Geo. S. McClure conducted the school very successfully until 1907, when Mr. Shumberger on account of a very large practice in expert accountancy and Mr. McClure on account of ill-health, decided to sell it.

Our Aim

PAXTANG PARK

IT is the purpose of the School of Commerce to give a thorough, comprehensive course of training in all the subjects necessary to equip the young man or woman for a successful business career. Unless the course is arranged systematically and the work done thoroughly, it might as well not be done at all; for the requisites for success in business are accuracy, then speed.

It is not our aim to prepare the students to secure positions, for that is easily done; but to fit them through hard work and careful training to be able to do the work required of them accurately and at a good rate of speed. The business world is crying after young men and women who possess these qualities.

It is our aim to give those who, for some reason or other, neglected their education and are beginning to see where they made a great mistake, a chance to amend their deficiencies by taking an academic course. With a good knowledge of spelling, language, arithmetic, and penmanship, the young man or woman is better prepared to cope with the masses. Not to have a fair education, at least, is a great handicap, indeed.

> Aim at perfection in everything, though in most things it is unattainable. However, they who aim at it, and persevere, will come much nearer to it than those whose laziness and despondency make them give it up as unattainable.—Chesterfield.

Growth

That the School has grown and prospered, is shown by the record of attendance and the many good positions held by S. of C. graduates.

The enrollment, this year, is just a hundred over that of last year, and just about double that of the preceding year. This year's attendance was the largest in the school's history.

Faculty

MISS KLINE

MR. KELLER

MISS [illegible]ERS

MISS LIGHTY

MR. RAKER

Faculty

D. L. M. RAKER

PRINCIPAL

BOOKKEEPING, PENMANSHIP, ARITHMETIC, LETTER WRITING, COMMERCIAL LAW AND RAPID CALCULATIONS

W. H. KELLER

BUSINESS MANAGER

BOOKKEEPING AND ENGLISH BRANCHES

MISS MARY L. MYERS

PRINCIPAL SHORTHAND DEPARTMENT

MISS IDA M. KLINE

TYPEWRITING AND SHORTHAND

MISS NELL D. LIGHTY

ARITHMETIC

Harrisburg

Harrisburg, "The City Beautiful" is one of the most beautiful cities in the Country. It is situated on the Susquehanna river. It is healthful and homelike, of vast industries, of opportunities, and of unlimited resources. Our beautiful parks and public play-grounds furnish amusement, recreation, and rest alike to old and young.

Harrisburg, for the last few years, certainly merits the name, "A Hustling City"; for there has been made wonderful progress in every industry.

Parks and streets have been greatly improved; garbage and filter plants have been installed; and much has been done to make Harrisburg more healthful and sanitary.

COLLEGE OFFICE

We find Harrisburg, in every respect, an ideal city for a first-class, as well as one of the largest Business Colleges in the country, therefore, we will do our best to reach this desired end.

Through thoroughness, the keynote to success, we hope to build up until we can say we have the largest, as well as the best.

Acknowledgment

At the time we took charge of the School of Commerce, we reorganized it entirely and added considerably to its course in order to make it more complete. Since that time, the School has grown very rapidly, and we deem it proper to acknowledge publicly our most grateful appreciation of the consideration shown the School in giving it such liberal support.

We also hereby acknowledge our appreciation of the interest manifested in the School by our former students. Many of them have sent in two or three other students who observed the success their friends were making in their chosen line of work. Indeed, our former students are and have been our best advertisement, and we hereby extend our heartfelt thanks to them and the general public.

The Advantages of a Business Education

All the leading business men recognize the necessity of thorough preparation in order to be successful in business. That a business training is necessary for success in business, is shown by the demand of the business public for the services of those who have had special training in a first-class business college. This is also shown by the installation of commerical departments into public schools, seminaries, normal schools and colleges.

RIVERSIDE PARK

Every young man or woman who has the ambition to rise in the world, will find that there is no shorter or surer way to succeed than by taking a commercial course at a good business school. As a stepping stone to something higher, it is just the means. Many of the men who hold responsible positions, such as private secretary and the like, or are running a successful business of their own, attribute their success to the fact that they completed a course of study at a good commercial school. Such men as Hon. George B. Cortelyou, Secretary of the Treasury; Hon. Lewis E. Beitler, Assistant Secretary, State of Pennsylvania, and William T. Harris, Commissioner of Education, Washington, D. C., who have attained great success in life, began as stenographers.

A young man, it matters little how bright he may be, if he enters a business office without a business training, can command about $5 or $6 a week, but if he understands shorthand and can operate a typewriter well, he can easily get from $9 to $13 a week to start. The young man without the business training will advance very slowly, while the one with such training, is employed by and works for the head of the firm. The stenographer learns the methods used in running the business, and when there is an opening for the better and more responsible, as well as the best paying position, he is prepared to fill it, hence he is the one selected to fill same. Such positions as private secretary and the like are always filled by the stenographer. This argument applies to young ladies as well. A young lady without a commercial education can secure a position in

PAXTANG PARK

a store or business office at from $3 to $4 a week, but one who has had a thorough training in bookkeeping, shorthand and typewriting and writes a good business hand, can easily secure a position paying from $5 to $9 to start.

A commercial training, then, makes a more definite possibility of promotion. Those who have trained themselves for special work are always in demand, for business concerns always prefer the specialist. There are those who spend their early days in cheap positions when they might, by making special preparation, fit themselves in a short time for a position that is very much more desirable and pays them several times as much money as they are now receiving. There is an excellent opportunity for young men to enter the Civil Service, where their positions last as long as they do their work with diligence. The demand for commercial teachers is greater than ever before, at better salaries than public school teachers are generally making, because the commercial teachers are scarce and the others plentiful. We often receive inquiries for commercial teachers at salaries from $900 to $1,400 a year. There is no trade or profession that can be learned in so short a time that will pay as well as a thorough business training. It matters not what you are engaged in, a knowledge of commercial law, penmanship, bookkeeping, shorthand and typewriting can always be put to good use.

In fact, so universally has this training been recognized by the intelligent business public, that it has become absolutely necessary to the young men and women who expect to succeed, and is just as essential as the common school branches; in importance, it ranks with any training, whether it be classical, literary, or scientific.

Read what the following have to say concerning a business education:

Russell Conwell says:. "A College education is a good thing but a business training is better."

Chauncey M. Depew, United States Senator from New York, says: "A business education is absolutely necessary; and is the best thing young men and women can have, whether they come from the common school, the academy, the seminary, or from the university, if they intend to enter a business career."

Jchn Wanamaker, the prince of merchants, says "The young man who starts in at this time will stand little chance without a business training."

Lyman J. Gage, ex-Secretary of the Treasury of the United States, remarks: "The education I acquired in a business college I count as of the greatest practical value of any I ever received."

Henry Clay said: "Young man, qualify yourself for business and you will succeed now and hereafter."

James A. Garfield said: "Business Colleges furnish their graduates with a better education for practical purposes than either Princeton, Harvard, or Yale."

John Sherman said: "The importance of a business education to the young men of our country cannot be overstated. The ordinary college education is of great value, but it is not to be compared in practical importance to the training of young men who have to make their own way in life, in a business college."

Harriet Beecher Stowe said: "No young lady could have a better safeguard against adversities of fortune, or a better resource in time of need, than a knowledge of bookkeeping and business affairs."

Frederick Ireland, Official Reporter U. S. House of Representatives, says, "If I

were fifteen years old again, and wanted to be earning $25,000 a year, in some great business by the time I was thirty, I would get into a manager's office as a stenographer. There is no quicker, easier way to success."

Horace Mann says: "If a father wishes to give his son a legacy that will endure while life lasts, let him send him to an institution where he can obtain a general, practical education, and he will have the satisfaction of knowing that he has given him what is better than houses, lands and farms, or even gold and silver. These things may suddenly take wings and fly away, but this knowledge will last while life and reason exist."

Courses of Study

The Commercial Course

Spelling,	Bookkeeping,	Invoice Practice,
Language,	Rapid Calculations,	Letter Writing,
Arithmetic,	Penmanship,	Punctuation,

Commercial Law Banking

The Shorthand Course

The Gregg System of Stenography

Spelling,	Typewriting,	Mimeographing,
Letter Writing,	Penmanship,	Manifolding,
Punctuation,	Rapid Calculations.	Letter Copying.

The English Course

Spelling,	Penmanship,	Letter Writing,	Arithmetic,
Reading,	Language,	Rapid Calculations,	Punctuation.

Rates of Tuition

Tuition is payable in advance. Students may enter at any time. No allowance is made for time lost, except when provided for upon entering or illness for more than one week, when proper notice is given at time of absence.

Day School, Either Course

Six months, ...	$40 00	One year (twelve months), ..	75 00
Ten months, ...	65 00	One month, ...	8 00

One month (½ day), ... 5 00

Night School

Three evenings a week: Monday, Wednesday and Friday

One month, ...	$4 00	Entire season (ten months), ..	30 00

Penmanship only (one month), 2 50

Text Books

Commercial course, on entering, about	$6 25	Shorthand and typewriting course, about	5 75

English course, about, ... 3 75

Commercial Department

The commercial course is not intended to give a knowledge of bookkeeping only, but to give the student just the kind of practical training that will be useful to him in his every day life.

Bookkeeping

The system of bookkeeping taught, the Sadler-Rowe Budget System, consists of a method of teaching bookkeeping, accounting and office practice, the drawing of all forms of business papers, and the performance of all the duties of the bookkeeper and accountant incidental to office practice, by practical methods similar to those that are in general use in counting-houses.

The student, taking this course, does not learn theoretically only, but practically as well; for, all incoming papers, such as Notes, Drafts, Checks, Orders, Invoices, Money, etc., are received by him with such instructions as

COMMERCIAL DEPARTMENT

will enable him to make the correct entry in his books and see why he makes it. He is required to write all outgoing papers, such as Notes, Checks, Drafts, Bills, etc., and make the entry in his books from them the same as in business. He makes deposits of currency and checks daily, and discounts

Notes and Drafts. This is truly practical. The instruction in bookkeeping is individual, giving the student the opportunity to progress just as rapidly as he is capable.

Commercial Arithmetic

The study of this subject is one of the most important in the Commercial Course, for it is the foundation of business transactions. We teach the student to reason rather than follow some fixed rule; to use the shortest possible method in solving problems; to solve them quickly and accurately. We especially emphasize rapid calculation, percentage, interest, discount, equation of accounts, stocks and bonds, partnership, taxes, and the other subjects so important in business life. This is one of the branches the value of which the everyday business man will appreciate as he applies it in regular business.

Business Correspondence and Punctuation

There are few young people who can write a good business letter until they receive special training in this subject. It is very important that every person engaged in business be capable of writing a good business letter. It doesn't matter in which department the student enrolls, we require him to take the letter writing work. We teach the different parts of the letter, the formation of correct sentences, capitalization, and punctuation. It is all important that the business letter be arranged as carefully as possible; for the letter becomes the agent of the firm, and what business house would think of sending out a careless and shabbily dressed man to represent it?

Commercial Law

This is one of the most important subjects in the commercial course; for a knowledge of the principles of law governing business transactions is very essential. By understanding these, many entanglements in business affairs may be avoided, as well as the saving of thousands of dollars that are spent in adjusting just such misunderstandings.

There is an old maxim, "Ignorance of the law excuses no man." Every one should have a thorough knowledge of the fundamental principles of contracts, negotiable papers, sales of personal property, partnership, corporation and joint-stock companies, common carrier, interest and usury, husband and wife, landlord and tenant, conveying of real estate, etc.

The young person who makes a careful study of these subjects will not readily make costly mistakes or go into transactions that are liable to involve him in lawsuits. While we do not attempt to give a professional training in law, enough of law may be learned, however, to avoid mistakes, and to know when to consult a lawyer.

Rapid Calculations

By rapid calculation we mean the acquiring of special facility in the way of obtaining accuracy and speed in addition, multiplication, interest and discounting notes, etc., and not the performing of tricks and so-called shortcuts, in which speed is given precedence to accuracy. To add accurately and rapidly is very well worth giving ten or fifteen minutes each day. Our students become accurate, as well as speedy, after taking the drills for several months.

Spelling

We are particular in giving this subject careful attention, for it is one of the most neglected in public schools, and the stenographer should be a good speller. Although no one is entitled to special praise for spelling well, he is liable to be sharply censured for spelling incorrectly. We insist on our students becoming good spellers before completing the course.

Shorthand

There is a much greater demand for competent stenographers than the supply, and that this is the greatest stepping stone to success in the business

SHORTHAND DEPARTMENT

world is proven by the fact that those now at the head of the greater concerns, were at one time the stenographers of their respective firms. This is because they are brought in close touch with the running of the concern.

The fact is, that through the stenographer the correspondence of firms can be disposed of with greater dispatch, and this has been the means of enabling business enterprises to expand to a much greater extent.

To be an accomplished shorthand writer means success in life for the person possessing these qualifications; for he need not hunt for a position, but on the other hand, is sought after by the business men of the community.

Certainly, there are many who have studied Stenography and Typewriting who have not met with success, but a careful investigation into the cause of their failure will in nearly all cases reveal the fact that these persons are utterly deficient in that they either neglected to make the best of their time or received improper training.

The System Taught

The celebrated Gregg system of shorthand, which is taught in more schools than any other three systems combined, is the one taught here. Gregg is written with a natural forward movement as in longhand; and there is no position writing nor shading as in most other systems; and it may be written on perfectly plain paper, which is an advantage in many instances.

This system can be acquired in one-half to two-thirds the time required to complete most other systems, and is superior to them in almost every respect. This system is not so difficult as most other systems, therefore, the student can master it in less time. Too much emphasis cannot be laid on the fact, that if you wish to become a first class stenographer, you must master it thoroughly, also Typewriting, Spelling, Punctuation and Letter Writing. This means that the student must apply himself diligently, and above all, must have a thoroughly competent and earnest teacher.

The thoroughness with which we drill our students in these subjects is the reason why they are growing in great demand, and why they can procure and retain more remunerative positions than those emanating from schools that do not give these subjects the attention they should. Our graduates are filling every requirement, and we are confident that in the Gregg system and in this school will be found a course of training that will prepare the student for the better class position.

Typewriting—The System Taught

To be a successful stenographer, one must be able to handle the typewriter with precision and speed. To be able to write well on the typewriter, is to the stenographer what a good style of business writing is to the bookkeeper. The prospective employer will measure the stenographer by the ease with which she can handle the machine and the neatness and accuracy of the

typewritten page. He can not read the shorthand notes as a rule, but he can tell nice, neat typewriting.

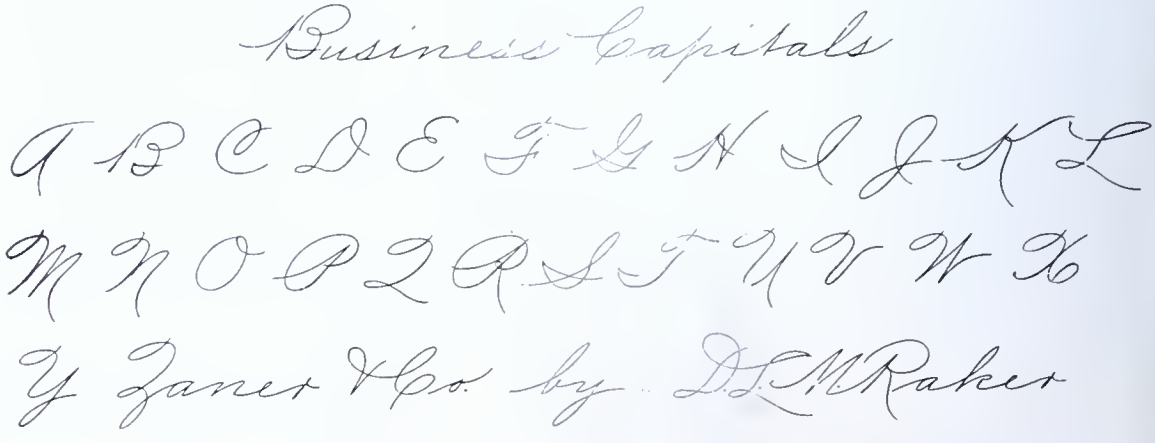
By the touch method, we mean the use of all the fingers in operating the machine, the same as playing a piano. In this way greater speed and accuracy are acquired. The operator, by using this method, becomes so accustomed to the different keys that she can keep her eyes on her notes and in this way is enabled to turn out more and far better work with greater ease than by using the sight method.

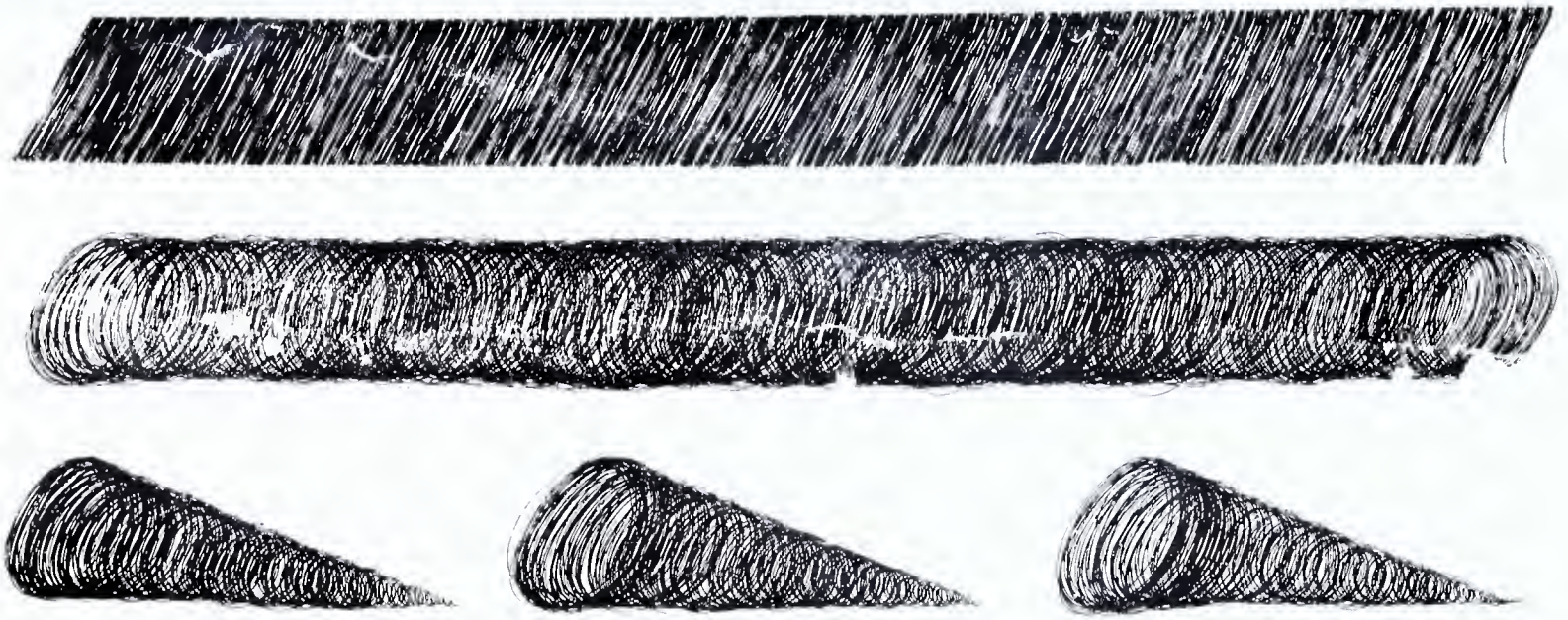
TYPEWRITING DEPARTMENT

The typewriting room is equipped with twenty-four standard machines.

The students are required to practice on the machines daily, and are instructed in the care and cleaning of them.

In this department, they are taught business forms, stencil cutting, mimeographing, manifolding, letter press work, envelope addressing, billing, and a number of other things that the practical stenographer must know.





BY GRACE SPRINGER, NEW CUMBERLAND, PA., STUDENT AT THE SCHOOL OF COMMERCE

OUR STUDENTS PRACTISE MOVEMENT EXERCISES FOR TEN OR FIFTEEN MINUTES EACH DAY BEFORE BEGINNING THE REGULAR LESSON. BY DOING THIS, THE MOVEMENT BECOMES FREE AND EASY. THEY HAVE NO TROUBLE IN SECURING A GOOD BUSINESS HAND.

$ 1500.00 Harrisburg, Pa., May 1, '05

Received of M. E. Keller

Fifteen Hundred Dollars

In full to date

M. J. Dougherty

SPECIMEN OF PLAIN BUSINESS WRITING, SUCH AS IS TAUGHT AT THE SCHOOL OF COMMERCE

Penmanship

PENMANSHIP is the most important study in the entire course, and still it is one of the subjects most neglected in the public schools. We give this subject very careful attention. We teach the students to write a legible, rapid, easy style of writing.

A good handwriting is indispensable to the bookkeeper or correspondent; no other accomplishment save typewriting is of more value to the stenographer. The old opinion of some, that penmen are born and not made, and that in order to write well one must be especially endowed by nature, has been exploded long ago; any one with one eye, a hand, and a willingness to practice faithfully, can learn to write a good business hand.

To be able to write well is an accomplishment well worth all the effort it may require. The applicant for a poisition who writes a good business hand, will stand a better chance than the one who is careless and writes a schoolboy or flourished style. Other things being equal, the good penman always gets the job. Don't forget that the prospective employer judges you or studies your character through your letter of application. Many letters of application go to the waste basket without being read or even opened on account of poor writing and careless arrangement.

Mr. Raker, who personally directs the penmanship work, completed a course of study at the Zanerian Art College Columbus, Ohio, under the famed Zaner and Bloser; studied the subject at the Gem City Business College, Quincy, Illinois, and studied under E. C. Mills, Rochester, New York, who is conceded to be the most accurate Professional Penman in the United

SIGNATURES BY MR. RAKER

States. That he is qualified to teach this subject well, and get the best results, should not be questioned.

We teach a plain, rapid, legible style of writing to the commercial students, such as will be of most practical value to them in the business office. To those desirous, Mr. Raker can teach any phase of penwork. The students in all departments are required to take up this work.

MR. JAS. L. O'BRIEN,
WINNER OF THE SCHOOL OF COMMERCE GOLD MEDAL AWARDED FOR SUPERIOR SCHOLARSHIP IN PENMANSHIP

Harrisburg, Pa.
April, 3, 1907

Dear Sir,

This is a specimen of my business hand.

James S. O'Brien

SPECIMEN OF MR. O'BRIEN'S PENMANSHIP, APRIL 3, 1907, UPON ENTERING THE SCHOOL

Harrisburg, Pa., April 6, '08.

School of Commerce,

Gentlemen:

This is a specimen of my plain business writing for examination and grade in contest for the medal you are offering to the student making the greatest improvement in penmanship.

Respectfully yours,

Jas. L. O'Brien.

SPECIMEN OF MR. O'BRIEN'S PENMANSHIP AFTER COMPETING FOR THE MEDAL, BUT BEFORE COMPLETING HIS COURSE IN THE COLLEGE

Athletics

IT is as important that enough physical exercise be taken as it is to have a well trained mind; for the mind and body are both dependent upon one another, and both should be developed about equally. The person with a strong mind in a frail body stands as little chance for success as the person with a strong body and a weak mind. Therefore, we recommend the taking of plenty of exercise out in the fresh air.

A better place for outdoor exercise than Harrisburg cannot be found. Reservoir Park, one of the most beautiful parks in the country, situated on an elevation above the city, affording a nice breeze at all times, contains beautiful driveways and walks, and eight or ten public tennis courts where every person can enjoy the sport as well as a good, healthy, vigorous exercise.

Island Park contains four baseball diamonds and six tennis courts, a building containing lockers and shower baths. That this has become a popular place for those enjoying outdoor sports is shown by the crowds participating in games of various sorts every day during the season.

The School of Commerce baseball team held an enviable record last season, winning eight out of eleven games, and one being a tie.

COLLEGE BASE BALL CLUB

The Y. M. C. A. Building, equipped with all modern appliances, including a gymnasium, reading rooms, bowling alleys, shower baths, large auditoriums, Bible class, etc., is situated within a few squares of the School. Students of good moral character, by paying a small fee, may take advantage of all these privileges.

Night School

For those who are employed during the day and wish to fit themselves for promotion or a better position, we conduct a night school every Monday, Wednesday and Friday evening, from 7 to 9, beginning the first Monday in September and closing the last Friday in June.

That the night schools conducted by different institutions of learning for the benefit of those who are employed during the day, or those who have not had an opportunity to procure a good education in their earlier

THE COLLEGE TENNIS CLUB

days, have been the means of many a young man or woman bettering their condition and their making a success in life, dare not be disputed. "He or she attended night school," is a statement found in the biographies of many of the successful men and women of the country. We admit that it requires nerve, will power, backbone, sticktoitiveness, for a young man or woman to study after doing a hard day's work, while one's friends spend that time at the park, theatres and other places of amusement, but right here habits are formed that are bound to carry their possessors to greater success. Just watch the march to the front and then find out what those who are successful in life are doing during their spare time.

With the growth and spreading of the suburban railways to the surrounding towns, opportunities are coming your way. Will you make the best of them and prepare yourself for something better? That man who stands still, is going backward, and it will be only a matter of a little time when someone else, who is more progressive, will take his place.

Anyone, old or young, may enter and improve their present condition. The same subjects taught in day school are taught at night. The tuition is $4.00 a month. You may enter at any time. Instruction is individual.

High School Graduates

High School Graduates are finding that there are excellent opportunities in the commercial world for success, and they have lately taken advantage of them by attending our school, and completing our business and shorthand courses.

Graduates of the Harrisburg, Steelton, Middletown, Oberlin, Hummelstown, Millersburg, Newport, Duncannon, Marysville, Mechanicsburg, New Cumberland, Highspire, Lemoyne, Lykens, and other schools, have made excellent records at the School of Commerce.

To School Teachers

Better salaries and employment from ten to twelve months of the year,

It is not our intention to discourage public school teachers in their work, for many of them are already discouraged. It is the underpaid, short term class to whom we address this article.

There are many young persons who have spent a great deal of time and money to qualify themselves to teach, and find it impossible to secure positions for more than seven months of the year, and at small salaries, too.

Young teachers, you have laid the foundation for a successful business career. Do you know that there are excellent opportunities for you as a commercial teacher or bookkeeper and stenographer, with employment the year around, at a much better salary? Teaching Commercial Branches, Shorthand and Penmanship pays from $60 to $125 a month, and on eleven or twelve months' engagements. There can be no mistake made by any bright teacher taking this course. Others are doing the same, and what others have done, you can do also. Every one of the teachers in our faculty was at one time a public school teacher.

Correspondence Schools

We receive frequent inquiries as to whether we teach shorthand or bookkeeping by mail.

The methods and results obtained are so unsatisfactory and disappointing to the student that we say, we do not give lessons by mail. From what we have seen, we cannot conscientiously introduce such a course in connection with the School of Commerce.

Very few students complete a course by mail in a satisfactory manner, They pay their tuition and after taking a few lessons find it unsatisfactory and drop it; thus their time and money are wasted.

It is a better plan to purchase a set of books and study them, then enter the school and complete the course. In this way you save the money you would otherwise spend for tuition by following the correspondence plan.

Civil Service Examinations

There are excellent positions to be had in the Civil Service of the Government. The Civil Service tests in shorthand consist of exercises dictated at about 130 words a minute.

The Government starts its stenographers at from $600 to $1,200 a year, according to speed and general capacity. The hours are from nine to four, vacations from two weeks to two months with full pay, and opportunity is afforded for promotion every six months until $1,600 a year is reached. These are probably the greatest opportunities for ambitious young men and women to rise to greater success, just as Secretary Cortelyou and many others have done.

Guaranteeing Positions

It is unfortunate for many young inexperienced people that there are a number of "fake" schools which guarantee positions to their prospectives, in order to secure their patronage. Such schools promise situations to any one who will pay the required tuition fee. They care little for the character of the student, or for his success.

These schools have several methods of avoiding the fulfillment of their contract. One plan is to make examinations so difficult that they cannot pass, and thus failing they forfeit their rights to the contract. Usually the course of instruction is so weak that he cannot secure a position on his merits, and having spent his money, he leaves, discouraged and disappointed, and gives up the idea of making a success in business; thus his time and money have been wasted. We have even heard of schools who said to their students they were too careless in their dress, so they could not secure them a position.

The school to attend is one that through hard work and teaching gives its students such training that they can, on their merits, secure and hold a position. The school, for whose graduates there is an active demand, is the one you should attend.

We do, however, assist all worthy graduates in securing positions, and there have been many more calls for efficient help than we have been able to supply.

The Alumni Association

That the confidence and loyalty of the Alumni Association of the School of Commerce is one of our most valuable assets, is not to be disputed.

At the several meetings of the Association many new acquaintances were made and old ones renewed, so that it has already wrought great good.

The Alumni Association of the School of Commerce was organized December 6, 1906, with about two hundred applications for membership, in answer to the first notices sent out.

There is no doubt that this Association will be of great benefit to the

future graduates of the School, as the influence exerted by experienced business men and women in the business world will be for great good.

All students who have attended for a period of two months are eligible to membership. The annual reception is held in April, and other social functions are held from time to time during the year. At these gatherings the members usually have a jolly good time, and the spirit shown at these gatherings demonstrates beyond doubt the high regard every member holds for his Alma Mater.

Paul A. Strickler has the honor of being the first, as well as the present president.

President, ... Paul A. Strickler
First Vice President, ... J. Howard Seltzer
Second Vice President, ... Clarence R. Epp
Recording Secretary, ... Cora M. Wiestling
Corresponding Secretary, ... Elizabeth N. Ebersole
Treasurer, ... Garfield McAllister

THE Y. M. C. A. BUILDING, SECOND AND LOCUST STREETS

General Information

School Sessions

The Day School is in session during the entire year except the month of August.

Evening Sessions are held three nights a week: Monday, Wednesday, and Friday, beginning the first Monday in September, and ending the last Friday in June.

Hours of Instruction

The Day Session continues from 9 to 11.30 A. M., and from 12 M. to 3 P. M. The rooms are open for study, and for study only, from 8 A. M. to 5 P. M. Night session from 7 to 9.

Students inclined to be noisy or boisterous in their conduct after the regular school period has closed, will be deprived of the privilege of remaining after 3 P. M.

When to Enter

The instruction being largely individual, the student will find it to equal advantage to begin at any time. However, the first of January, April 1st, and September 1st, are good times to begin, for at this time new classes are likely to be organized in Arithmetic, Commercial Law, and Letter Writing. We believe that the best time to enter is when the young man or woman first decides that a commercial training is desirable.

Applications

There are times when the School becomes crowded to its capacity, so it is well to fill out an application and send it in, in order that a place may be reserved and your application filed for reference.

Requirements of Enrollment

There are no special requirements, only that the student is of good moral character, about fourteen years of age, and willing to do good work.

We receive young men and women from the Grammar, High, Normal Schools, Colleges and Universities.

We accept young men and women on an equal footing, accord them honorable, courteous treatment, and expect the same in return. We make very few rules, but are very particular to carry out and enforce those we do make.

Home Study

Students are invited to study at home, and when they do, it will be impossible for them to attain the best results, as the hours of the session are largely taken up to recitation, or occupied with bookkeeping work.

Letter Writing, Commercial Law, Spelling, Arithmetic, etc., are studies that should be carefully prepared at home. Parents should see to it that regular hours for study are set aside and that they are properly improved. In this way, satisfactory results may be accomplished.

Irregular Attendance

Good results cannot be attained by those who attend irregularly; for what they learn will be of a fragmentary kind, and lessons are so arranged that each succeeding one adds a little to the one preceding it, and if you miss one you get it in fragments.

The most prominent characteristics of a successful business man are habits of regularity and punctuality, and therefore the formation of these habits cannot be too strenuously insisted upon.

Time Required

To complete either the commercial or shorthand course in a satisfactory manner, requires from five to nine months.

Superior ability and close application, on the part of the student, are the factors which will determine the length of time required to complete the course.

It is impossible to give more accurate information on this subject, as some students will accomplish as much in three months as others in six.

Discipline

The discipline is kind, yet firm. Courteous and dignified behavior as well as prompt obedience, is expected from every one. Conduct not becoming ladies or gentlemen will not be tolerated.

Reports

Parents or guardians receive monthly reports of irregularities in attendance, progress in studies, etc. A record of the attendance and progress of each student is kept in the Principal's office. If the report is not satisfactory, the student should put forth greater effort, and the parent should urge him to do better work.

Visits

Our patrons and friends are cordially invited to visit the School. Your presence now and then in the school room will do much to encourage both teacher and pupil. It will show that you are concerned about your child's welfare. We will try to show you every courtesy when you come.

Boarding

Boarding may be secured for students coming from a distance at from $3.00 to $5.00 a week, according to distance from college and accommodations desired.

Stationery

All stationery used by the School is on sale at the office. We sell the stationery (considering the quality) as cheaply as possible.

Holidays and Vacation

School will not be in session on the following legal holidays: Washington's Birthday, Good Friday, Decoration Day, Fourth of July, and Thanksgiving. There are no sessions of school during Christmas week. We usually take a vacation in August.

Refunding Tuition

In case of permanent sickness, or other good cause, making it impossible for students to continue their course, a refund of tuition will be made. Thus, students may take advantage of the low rates by paying for six months or a year's tuition in advance, without running a risk of losing their money. For unavoidable absence of more than a week, students may have this time extended by notifying the management. Money paid for supplies will not be refunded. A student may quit, and if he has time to his credit, may have it extended.

Railroad Fares

The different railroads issue monthly School Tickets at reduced rates to students attending the School of Commerce. These tickets are issued only on certificates signed by the Principal, who is voluntarily responsible for any misrepresentation.

Table of Railroad Rates for Monthly School Tickets

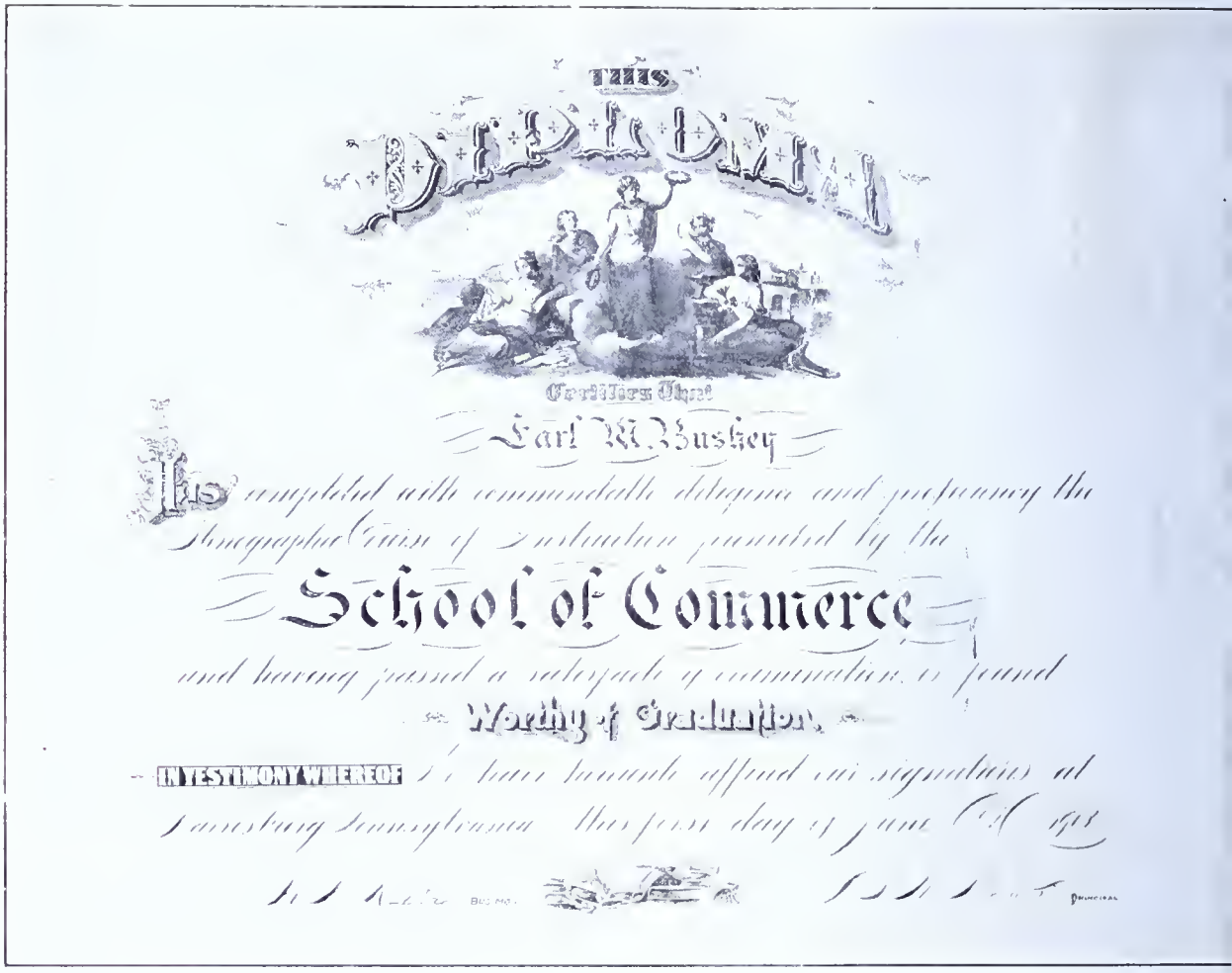
To Harrisburg from—	46-trip.	Miles.	To Harrisburg from—	46-trip.	Miles.
Lykens, Pa.,	$11 73	42	*New Kingston, Pa.,	$4 20	12
Elizabethville, Pa.,	10 35	36	*Mechanicsburg, Pa.,	3 40	8
Millersburg, Pa.,	8 28	27	*Shiremanstown, Pa.,	2 75	5
Halifax, Pa.,	6 90	21	Lebanon, Pa.,	8 05	25
Dauphin, Pa.,	3 91	6	Annville, Pa.,	6 90	21
York Haven, Pa.,	5 64	16	Palmyra, Pa.,	5 87	16
Goldsboro, Pa.,	4 86	12	Hershey, Pa.,	5 29	12
Elizabethtown, Pa.,	6 65	17	Hummelstown, Pa.,	4 14	9
Conewago, Pa.,	5 85	14	Rutherford, Pa.,	3 34	5
Middletown, Pa.,	4 35	10	Greythorne, Pa.,	9 80	34
Highspire, Pa.,	3 00	6	Hays Grove, Pa.,	9 55	32
Millerstown, Pa.,	12 00	33	Huntsdale, Pa.,	8 74	29
Newport, Pa.,	10 00	27	Mt. Holly Springs, Pa.,	7 25	22
Duncannon, Pa.,	6 35	15	Boiling Springs, Pa.,	6 21	18
Marysville, Pa.,	3 35	7	*Dillsburg, Pa.,	5 15	15
*Shippensburg, Pa.,	11 55	41	D. & M. Junc., Pa.,	5 06	13
*Newville, Pa.,	7 10	30	Rose Garden, Pa.,	4 72	11
*Greason, Pa.,	6 20	24	Bowmansdale, Pa.,	4 26	9
*Carlisle, Pa.,	5 45	19			

*Under 18 years of age

These tickets are issued only to students taking English or Academic branches in addition to Bookkeeping, Shorthand and Typewriting.

Diploma

A beautiful Diploma is granted to all students completing the Commercial or Stenographic Course, passing all the required examinations and of good moral character.


THIS
Certificate Shows
Earl M. Bushey
has completed with commendable diligence and proficiency the
Stenographic Course of Instruction provided by the
School of Commerce
and having passed a satisfactory examination is found
Worthy of Graduation
IN TESTIMONY WHEREOF
Harrisburg Pennsylvania this first day of June A.D. 1911

Please Send us Names

We shall be very thankful to those receiving this catalogue if they will send the names and postoffice address of their friends or acquaintances who are interested in securing a commercial education.

Ask for Information

In issuing this catalogue, it is our purpose to give such information as will be of greatest interest to the prospective student. We have stated everything as it is. We have tried to understate rather than to overstate, so that the student will find everything to measure up to his expectations.

Should you desire further information, such as is not contained in this catalogue, we will be pleased to answer any questions you may wish to ask.

Address all communications to the

SCHOOL OF COMMERCE,

15 South Market Square,

Harrisburg, Pa.

Kind Words from Students and Friends

To Whom It May Concern:

It affords me pleasure to state that through the integrity of Messrs. W. H. Keller and D. L. M. Raker, the present Principals of the School of Commerce, the School's old reputation is still maintained.

A thorough Business and Shorthand Course is an investment that will pay well in after life, and I am led to believe that nowhere can a more thorough knowledge of these subjects be obtained than at the School of Commerce.

Respectfully,

J. C. SHUMBERGER.

Mr. Shumberger, founder of the School, through hard and systematic work, has built for himself in the School a monument of which he can justly be proud. Although no longer connected with the School of Commerce, he is pleased to see it thrive.

Harrisburg, Pa., June 29, 1908.

The School of Commerce, Harrisburg, Pa.

Gentlemen: It gives me great pleasure to testify to the efficiency and thoroughness of the instruction and general methods of the School of Commerce as exemplified in one of my stenographers who has completed your course of study some years ago.

The time has come when the young man or woman who has not completed a thorough business course and received such training as is given at a first-class business college, stands little chance for success in business, for competition has become so keen that if you would be successful in business, you must be up and doing, and employ assistants of alert minds.

The general moral tone of the school also pleases me greatly, as it teaches the students to be courteous, unselfish, and self-reliant. Your courses are thorough, and I consider your system of individual instruction unsurpassed.

I take pleasure in commending the College to any one desirous of securing a good business education.

Very Respectfully,

(J. H. Troup Piano House)

J. H. TROUP.

Harrisburg, Pa., May 20, 1908.

School of Commerce, Harrisburg, Pa.

Gentlemen: It is with great pride as well as pleasure that I recommend your School to all young men and ladies contemplating a business education. My investigations prove conclusively that your methods are practical and thorough. The Faculty are known to be efficient and conscientious. Your graduates are "making good," and with your commodious new quarters you are surely deserving of unprecedented success. The demand for well trained "Brains and Energy" in the Business World is constantly on the increase and the time is not far distant when only graduates of a high-class Commercial College will be considered by the progressive business man. With best wishes for your continued success, I am

Very truly yours,

JAMES A. BELL,

Secretary-Manager Harrisburg Board of Trade

Harrisburg, Pa., June 2, 1908.

School of Commerce, Harrisburg, Pa.

Gentlemen: I accept with pleasure the privilege you have given me to say an encouraging word to those who contemplate taking a Business Course.

Any young man or woman will find success in life half won by accepting the opportunity of securing a thorough Business Education, such as is offered by the School of Commerce. You can only appreciate the value of such training after you have completed a course of study, and on account of it, you are capable of holding a responsible and good paying position.

I always consider favorably applications for positions of young persons sent me by the School of Commerce, because I have found that they receive thorough training and are capable of doing the work required of them well. I employ a great many stenographers, bookkeepers and clerks in general, and those who are capable of doing the best work for us received their business education at your School. The stenographers who apply themselves take dictation at the rate of 150 to 200 words a minute and write over 60 words a minute on the machine, and do the work accurately.

I am glad you are increasing your facilities and that the School is steadily growing, and wishing that still a higher degree of success may be attained through your earnest efforts, I am,

Very respectfully yours,

LUTHER MINTER,

President Minter Publishing Company.

Harrisburg, Pa., July 1, 1908.

The School of Commerce, Harrisburg, Pa.

Gentlemen: You are engaged in a good work, and one of great necessity in preparing young men and women for business careers. The need of thorough training for the commercial man is as important as for the artisan or for the professional life. The business world demands of men that they know strictly honest business principles, and that they be skilled in the arts.

You do more than teach the arts of Penmanship, Stenography, Bookkeeping, and Banking; for in all of these, you desire and demand accuracy. You seek to develop patience, and you assist the student in the culture of the will. Without accuracy, patience, and determination, let no man think he can succeed in business or any other vocation in life. C. Simmons says "Accuracy is the twin brother of honesty, while genius is the infinite art of taking pains." There is no place in the Commercial World for carelessness, indifference, or hap-hazard financiering, and he who learns this early, is wise.

I have observed the good work you are doing, and I take pleasure in recommending the School of Commerce to anyone desirous of procuring a thorough business training.

With best wishes for your continued success, I am

Yours truly,

I. E. RUNK,

Pastor of Memorial United Brethren Church, Boas street Harrisburg, Pa.

Harrisburg, Pa., June 19, 1908.

School of Commerce,

Harrisburg Pennsylvania.

Gentlemen: I have never regretted giving up teaching and taking up a shorthand and typewriting course at the School of Commerce, as I am now employed the year round, and I feel satisfied that I received the best instruction along that line that could be given.

I am sure I owe my success as a stenographer to the thorough instruction I received at the School of Commerce, and am always ready to add a word of commendation when opportunity offers, as it certainly merits the best.

Very sincerely yours,

MARGARET I. FRANZ.

Since attending the School of Commerce Miss Franz's progress has been very rapid. The position she now holds with the Elliott-Fisher Typewriter Company is a responsible and lucrative one. Miss F. writes from 175 to 200 words a minute. We may expect some great records made by her in a few years.

Harrisburg, Pa., June 25, 1908.

Mr. D. L. M. Raker, Principal,

School of Commerce, Harrisburg, Pa.

Dear Sir: It affords me much pleasure to write you this my testimonial of The School of Commerce, and to state what the School has done for me. After graduating from the Steelton Public Schools I took a course of instruction at your School, under a former management; and now, after almost nine years experience in the business world, I look back upon the time and money spent in attending the School of Commerce as the most profitable transaction of my life. Through an accident during early youth I am not physically able to follow many of the more active and remunerative vocations; But, through the knowledge acquired at your institution, I am pleased to state, I am now able to command and receive a remuneration for my services that is considerably in excess of that received by many now in the professions and trades toward which I had an early inclination.

I shall gladly take every opportunity to recommend the School of Commerce, and you have permission to use this letter to that end.

Very sincerely yours.

Connecticut Mutual Life Insurance Company. F. G. OTSTOT

Adjutant General's Office, Harrisburg, Pa., May 27, 1908.

The School of Commerce, Harrisburg, Pa.

Gentlemen: It gives me a great deal of pleasure to tell you what I think of your school.

I entered the School of Commerce in 1905 and took up a course in shorthand and typewriting, and in about three months time, without previously having any knowledge of either of the above studies, I was enabled to fill the position I am now holding as a stenographer in the Adjutant General's Department, which fact no doubt reflects a great deal of credit upon what your school is capable of doing in the way of preparing young men and women for positions in the business world.

I am very glad to hear that the school is greatly improved since I attended it, in both the methods of instruction, and in the equipment, and to my mind there is no better business school or college in this section of the State for a young man or woman to go to for a business education.

Wishing you greater success, I am

Sincerely yours,

JAMES N. ROBBIN.

Harrisburg, Pa., June 30, 1908.

To Whom It May Concern:

It gives me great pleasure to recommend the School of Commerce, Harrisburg, Pa., to any persons desiring to acquire a good business education. The school is properly equipped for giving a thorough business training.

The stenographic education I received in this institution has qualified me to successfully perform the duties in the District Attorney's Office of Dauphin County, besides a large amount of shorthand reporting I do in addition to my office work. I have mastered the course and am able to do any kind of stenographic work, from office dictation to the taking of testimony. Too much credit cannot be given the school for the excellent training given their students.

Yours very truly,

PAUL A. STRICKLER.

Harrisburg, Pennsylvania, March 25, 1908.

Messrs. Keller and Rieker,
School of Commerce.

Gentlemen: The day is past in which men may secure a business education by hard knocks, picking up as they go along. Time and chance are too great. Commercial history clearly shows incompetency to be the cause of most business failures. Measure up to the times and requirements by having the credentials of a business training secured by a course in a well-known institution.

No better compliment can be paid to an enterprising business school than to point to its honorable and successful career; the good it has accomplished, or the benefit it has wrought upon the business people. Its long list of successful graduates is a just criterion of the school and its management. Their success is due to the efforts exerted as instilled by their teachers, and this in turn reverts upon the institution.

I found the School of Commerce to be up-to-date in its methods and facilities; its teachers are earnest, competent and wide-awake; its management efficient, progressive; its curriculum of the highest order and tuition moderate.

For these reasons and many more, I recommend the School of Commerce to every one for favorable consideration.

Very respectfully,

Banking Department, Commonwealth of Pennsylvania. C. D. DUMBAULD.

Harrisburg, Pa., June 29, 1908.

The School of Commerce, Harrisburg, Pa.

Gentlemen: The money I paid to your institution for tuition was the most profitable investment I ever made, as it enabled me to secure a good position with the Pennsylvania Railroad Company, and later with the Bell Telephone Company of Pennsylvania.

I am very grateful to the school for what it did for me, and it is with pleasure that I recommend the School of Commerce to any one desirous of taking a commercial course. It gives its students that which is of practical value to them, and this explains the very short time required to prepare them for work in an office. The high standard maintained by this school makes it an easy matter to secure a good position on completing the course of study.

With best wishes for your success, I am

Very respectfully,

GARFIELD McALLISTER.

Harrisburg, Pa., June 30, 1908.

The School of Commerce, Harrisburg, Pa.

Gentlemen: It is with pleasure that I take advantage of this opportunity to say a word in favor of the School of Commerce. After I was somewhat proficient in writing Gregg shorthand, it became so interesting that it was a real pleasure instead of a drudgery, as some complain about other systems of shorthand.

My success, since having completed the Commercial and Shorthand Courses at the School of Commerce, has advanced me to that stage where I am compelled to believe that others would be benefited by selecting this line of work. I cheerfully recommend the School of Commerce to any person who wishes to secure a good business education. Wishing you continued success, I am,

Very respectfully,

Dauphin Electric Supply Company. BLANCHE ETZWEILER.

Harrisburg, Pa., June 29, 1908.

School of Commerce, Harrisburg, Pa.

Gentlemen: It gives me a great deal of pleasure to add a few words to the already long list of testimonials respecting the merits of the School of Commerce as an up-to-date commercial school.

I entered the school in April, 1904, and after having completed both the Bookkeeping and Stenographic courses, I had no difficulty in securing a good position as clerk with the Pennsylvania Railroad Company, which position I have held for more than three years.

I have no hesitancy in recommending the School of Commerce to any young man or woman desirous of a thorough, up-to-date business training.

Wishing you continued success, I remain,

Very respectfully yours,

JOHN E. McCULLOUGH.

Harrisburg, Pa., June 29, 1908.

The School of Commerce, Harrisburg, Pa.

Gentlemen: For a long time I have felt the need of a course in shorthand and typewriting. This need discovered in the earliest periods of normal school work, became more and more apparent as the work in college progressed, and when the time came to enter a university, it was my full conviction that stenography was almost indispensable to a complete equipment for the work to be done there. Acting upon this belief, I proceeded to look about for a school in which to take a course. The School of Commerce was my choice. It was a choice not hastily made, for consultations and conversations were held with representatives of other schools and business colleges. After a meeting with the management of your school and a talk with the teacher in charge of the Shorthand Department I was convinced that the methods here followed were the correct ones, and I am happy to say that after almost three months spent in study under the careful and thorough instruction in this department, I have no reason to change my opinion.

In addition to careful training given the students, there is a healthy, lively interest taken by the teachers and proprietors in their welfare and progress. Always kind, courteous and helpful, I have found that there is nothing left undone which will improve the moral and intellectual life and make clean, correct business habits.

Wishing you much success, which I know you fully merit, I remain

Very truly yours,

MORRIS K. TURNER.

Harrisburg, Pa., June 30, 1908.

School of Commerce, Harrisburg, Pa.

Gentlemen: It affords [illegible], Mr. Hagarman, who has been a student and graduate of the School of Commerce, great pleasure to recommend your school to those who are desirous of securing a practical business education and training.

The time has come when practical educated young men and women are in great demand, and in order to be successful in the business world a practical business education and training is most necessary. I know of no better place to attain a thorough up-to-date business education and training than at the School of Commerce.

Wishing you continued success, I am,

Very truly yours,

(With J. H. Troup Piano House) G. F. HAGARMAN.

Penbrook, Pa., June 15, 1908.

The School of Commerce, Harrisburg, Pa.

Gentlemen: I am glad to add a word of gratitude and appreciation for the thorough instruction and the kind and considerate treatment received while a student in the School of Commerce. After completing my course, I secured a good position as stenographer with Messrs. Harras & Chamberlain, Broad street, this city. I find my [illegible] very pleasant and have no difficulty in doing it in a satisfact[illegible]

Wishing the School continued success, I remain

Very respectfully,

EDITH STRICKLER.

Mechanicsburg, Pa., May 12, 1908.

To Whom It May Concern:

Believing that a knowledge of shorthand would be of practical convenience to me in my legal practice, I enrolled a few weeks ago in the evening class of the Department of Stenography of the Harrisburg School of Commerce. I am much pleased with the work of this department of the school, and, so far as my observation has extended, of the other departments also.

The instruction is thorough and practical, and the teachers spare no pains to give each student the personal help that he may need. I believe that a young man or woman contemplating a business life will secure a thorough and complete preparation by a course in the School of Commerce.

Very truly,

IDA G. KAST, Attorney at Law.

Harrisburg, Pa., June 1, 1908.

School of Commerce, Harrisburg, Pa.

Gentlemen: It gives me [illegible] pleasure to recommend the course in stenography at the School of Commerce. I recommend it most heartily to anyone who is thinking of taking up this line of work, and firmly believe that stenography offers greater opportunities to young men than any other line of work. My work with you was a real pleasure and I have never regretted enrolling in your school. I desire to congratulate you upon your equipment and the thoroughness of your course, and will take pleasure in recommending your school at all times.

Very truly yours,

(With Enola Realty Company, Enola, Pa.) L. R. HEAGY.

Harrisburg, Pa., June 29, 1908.

The School of Commer Pa.

Gentlemen: After taking the S.. d and and Typewriting course at your Night School I was successful in securing a position as stenographer with the Harrisburg Cigar Company. I like my work very well, and have no trouble in performing it.

Any one, wishing to follow commercial work, will do well to attend the School of Commerce. I wish to express my entire satisfaction with the work being done there.

Thanking you for assisting me in securing my position, and wishing you continued success, I remain

Yours respectfully,

HELEN ZIMMERMAN.

Harrisburg, Pa., June 29, 1908.

The School of Commerce, Harrisburg, Pa.

Gentlemen: It is with pleasure that I take this opportunity to express my thanks for the kindness shown me while a student in the business and shorthand departments of the School of Commerce.

I took an active interest in the thorough, systematic [illegible] of penmanship given at your school and secured what might be termed a good business style of writing, and it is due to my penmanship that I secured my present position as clerk with Mr. J. E. Gipple, real estate and insurance, this city. I have no trouble in the performance of my duties, owing to the thorough training received while attending your school.

I take pleasure in recommending the School of Commerce to any one desirous of procuring a good business training.

Very respectfully,

MARY ERNEST.

Harrisburg, Pa., June 30, 1908.

The School of Commerce, Harrisburg, Pa.

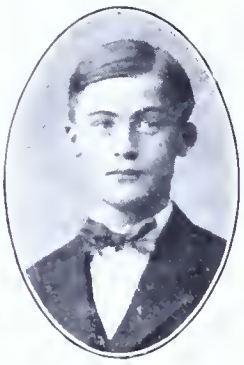
Gentlemen: I take pleasure in writing this testimonial in favor of the School of Commerce. I will always remember the time spent there as the pleasantest school days of my life. While one must work earnestly and faithfully if he wishes to be successful, yet the work becomes a real pleasure when you think of the interest manifested in the students by the teachers, and you can observe the progress you are making.

After pursuing the penmanship course for a time I became very much interested in it, and after practicing the copies faithfully for a number of months, I was successful in winning the beautiful medal you offered to the student making the most progress during the year. I am very proud of this medal, but not nearly so much so, as of the style of writing acquired by pursuing your course.

I have a good position with the Elliott-Fisher Typewriter Company, and have no trouble in doing my work. Thanking you for the interest taken in me while at school, and wishing you continued success, I am

Very truly yours,

JAS. L. O'BRIEN.



Harrisburg, Pa., February 12, 1908.

The School of Commerce, Harrisburg, Pa.

Gentlemen: Having completed the Commercial Course in your school, I take great pleasure in recommending it to all young men and women desirous of obtaining a business education.

The thorough training which all students receive in the Business Department gives them excellent practice, such as they will need in real business.

The instruction given in the Penmanship Department is especially thorough, and enables the student to change his cramped, awkward handwriting to a practical business style in a short time.

Wishing you continued success, I am

Very respectfully,

NEIL HARPER.

Harrisburg, Pa., June 30, 1908.

The School of Commerce, Harrisburg, Pa.

Gentlemen: After attending your Night School for about ten months, I secured a good position as stenographer with the Elliott-Fisher Typewriter Company. I like my work very much and have no trouble in the performance of my duties, on account of the careful training received at school.

Young men and women would do well by taking advantage of their spare time evenings to prepare for better positions. The course of study is so arranged that every person can easily complete it in about a year if they apply themselves diligently.

I found the teachers to be kind and ever ready to give me any necessary assistance in my work while attending school. I am not sorry I pursued this course, and advise others to do likewise.

Hoping that the School of Commerce may continue to grow and prosper, I am

Very truly yours,

LEWIS C. NEY.

Harrisburg, Pa., June 29, 1908.

The School of Commerce, Harrisburg, Pa.

Gentlemen: When I started at the School of Commerce, I was only fourteen years of age, and after studying for six months, I secured a position as stenographer at Mr. P. G. Diener's jewelry store, of this city.

I have no trouble, whatever, in reading and transcribing my notes. I think Gregg shorthand is just fine, as I had no trouble in learning it. The teachers are thorough and painstaking, which has a great deal to do with one's progress in school.

I can recommend the School of Commerce as a first-class school to any one who wishes to take up commercial work.

Wishing you continued success, I am

Very truly yours,

RENA AMMON.

Harrisburg, Pa., March 21, 1908.

The School of Commerce, Harrisburg, Pa.

Gentlemen: I have been looking backward to-day, quite contrary to the teaching of that quaint and beautiful couplet which says "Look forward, not back," and thought that perhaps you would be pleased to have a line from me.

Since leaving the School of Commerce, I have, as you know, been holding a position of trust and great responsibility. Little did I think, when I entered the school six months ago, to take up the study of short hand, into what path of duty it would lead. I remember the determination that I would master the study if possible, and although graduating from the Harrisburg High School, and having the foundation preparatory to the study, I must say I did not find it easy. Now and then dark days came, in which it seemed as if I were not making any real progress, but to the kindness and patience of the teachers, whose sympathy and understanding at every step of the way was the spur I needed to help overcome that which seemed mountain high to reach.

Now, in my work, I find that to be successful, one must be accurate—exactly accurate. Nothing else will answer. Accuracy counts for more than speed at any time; for mistakes are not only unpleasant affairs, but expensive as well. I see plainly now, if the study of Shorthand is thoughtfully and carefully pursued, it will do more for the student than enable him to write at any rate of speed that is dictated —the habits of neatness, correct and accurate work, formed while at school, will help him at the desk, no matter what line of work may be at hand.

It is to the School of Commerce and the faithful work of the teachers, always so exact in correcting the slightest error, firm and yet so kind, that I owe whatever I am or may hope to become in the business world. In time to come, I shall recall those days of study, spent in the school room with real pleasure.

Yours very truly,

MARGIE G. HARTMAN.

Harrisburg, Pa., July 1, 1908.

The School of Commerce, Harrisburg, Pa.

Gentlemen: I am pleased to have an opportunity to say a good word for The School of Commerce.

I owe my present position with The Equitable Life Assurance Society directly to the training I received at the College, and through the recommendation of the school, and it gives me great pleasure to recommend the school to those wishing to receive a thorough business education.

With best wishes for your success, I am

Very truly yours,

EARL M. BUSHEY.

Where a Few School of Commerce Students are Located

Mr. Earl Wilson,	Citizens National Bank,	Newport, Pa.
Mr. Walter Zimmerman,	First National Bank,	Mechanicsburg, Pa.
Mr. J. W. Awl,	Harrisburg National Bank,	Harrisburg, Pa.
Mr. Herbert Hoffman,	First National Bank,	Millersburg, Pa.
Mr. Robert Loban,	Central Trust Company,	Harrisburg, Pa.
Mr. Harrison M. Harclerode,	Steelton Trust Company,	Steelton, Pa.
Mr. F. C. Goodhart,	Pennsylvania R. R. Company,	Enola, Pa.
Mr. Eynon Rowland,	Pennsylvania R. R. Company,	Enola, Pa.
Mr. T. N. Bitting,	Pennsylvania R. R. Company,	Harrisburg, Pa.
Mr. Norman Good,	Pennsylvania R. R. Company,	Harrisburg, Pa.
Mr. Edward Sutton,	Pennsylvania R. R. Company,	Harrisburg, Pa.
Mr. J. Howard Seltzer,	Pennsylvania R. R. Company,	Harrisburg, Pa.
Mr. John E. McCullough,	Pennsylvania R. R. Company,	Harrisburg, Pa.
Mr. Thomas C. Keil,	Pennsylvania R. R. Company,	Harrisburg, Pa.
Mr. James Lau,	Pennsylvania R. R. Company,	Harrisburg, Pa.
Mr. Jesse Bretz,	Pennsylvania R. R. Company,	Harrisburg, Pa.
Miss Cora Wiestling,	Philadelphia & Reading R. R. Co.,	Harrisburg, Pa.
Mr. John Simons,	Philadelphia & Reading R. R. Co.,	Harrisburg, Pa.
Mr. Lloyd E. Bailey,	Philadelphia & Reading R. R. Co.,	Harrisburg, Pa.
Mr. John Adams,	Philadelphia & Reading R. R. Co.,	Gettysburg, Pa.
Mr. George Fisher,	Philadelphia and Reading R. R. Co.,	Harrisburg, Pa.
Miss Rena Miller,	Philadelphia and Reading R. R. Co.,	Harrisburg, Pa.
Mr. John Smith,	Philadelphia and Reading R. R. Co.,	Harrisburg, Pa.
Mr. Bruce Hench,	Sherman's Valley R. R.,	Newport, Pa.
Mr. Forrest L. R. Yoder,	Guayaquil & Quito R. R. Co.,	Guayaquil, Equador, S.A.
Mr. James Robbin,	State Capitol,	Harrisburg, Pa.
Mr. C. D. Dumbauld,	State Capitol,	Harrisburg, Pa.
Mr. Arthur R. Anwyll,	State Capitol,	Harrisburg, Pa.
Mr. J. W. Kline,	State Capitol,	Harrisburg, Pa.
Mr. Willard Black,	State Capitol,	Harrisburg, Pa.
Mr. Barton D. Evans,	State Capitol,	Harrisburg, Pa.
Miss Adeline Greathead,	State Capitol,	Harrisburg, Pa.
Miss Alice Foust,	State Capitol,	Harrisburg, Pa.
Miss Mary E. Sandoe,	State Capitol,	Harrisburg, Pa.
Miss Jane MacDonald,	State Capitol,	Harrisburg, Pa.
Miss Kathryn First,	State Capitol,	Harrisburg, Pa.
Miss Edith Breitinger,	State Capitol,	Harrisburg, Pa.
Mr. Delvin E. Kendall,	State Capitol,	Harrisburg, Pa.
Miss Mary E. Seaman,	State Capitol,	Harrisburg, Pa.
Mr. John F. McCallion,	State Capitol,	Harrisburg, Pa.
Mr. Guy H. Davies,	State Capitol	Harrisburg, Pa.
Mr. Charles Yoder,	State Capitol,	Harrisburg, Pa.
Mr. Frank R. Beckley,	Civil Service,	Washington, D. C.
Mr. J. Paul Oren,	Civil Service,	Washington, D. C.
Mr. Claude Whitauer,	Civil Service,	Washington, D. C.
Mr. Lewis Carter,	Civil Service,	Staten Island, N. Y.
Miss Margaret I. Franz,	Elliott-Fisher Typewriter Company,	Harrisburg, Pa.
Mr. Lewis C. Ney,	Elliott-Fisher Typewriter Company,	Harrisburg, Pa.

Miss Anna Moore, ... Elliott-Fisher Typewriter Company, ..Harrisburg, Pa.
Mr. Jas. L. O'Brien, ... Elliott-Fisher Typewriter Company, ..Harrisburg, Pa.
Miss Olive Fountaine, ... Pennsylvania Steel Company, ...Steelton, Pa.
Miss Nellie U. Seltzer, ... Pennsylvania Steel Company, ...Steelton, Pa.
Mr. George Sible, ... Pennsylvania Steel Company, ...Steelton, Pa.
Mr. George K. Eshleman, ... Pennsylvania Steel Company, ... Steelton, Pa.
Mr. Clarence Albert, ... Pennsylvania Steel Company, ... Steelton, Pa.
Miss Elsie Laverty, ... Bell Telephone Company, ...Harrisburg, Pa.
Miss Elizabeth M. Ebersole, .. Bell Telephone Company, ...Harrisburg, Pa.
Miss Elizabeth Eckert, ... Bell Telephone Company, ...Harrisburg, Pa.
Miss Pearl Eckert, ... Bell Telephone Company, ...Harrisburg, Pa.
Mr. Garfield McAllister, ... Bell Telephone Company, ...Harrisburg, Pa.
Miss Mabel Wareham, ... American Union Telephone Company, Harrisburg, Pa.
Miss Sarah Bolton, ... American Union Telephone Company, Harrisburg, Pa.
Miss Frances Myers, ... American Union Telephone Company, Harrisburg, Pa.
Miss Anna Wall, ... American Union Telephone Company, Harrisburg, Pa.
Miss Mary Womer, ... American Union Telephone Company, Harrisburg, Pa.
Miss Mabel Lowery, ... Delaware Mercantile Company, ...Harrisburg, Pa.
Miss Grace Montelle, ... Delaware Mercantile Company, ...Harrisburg, Pa.
Miss Bertha Morrow, ... Delaware Mercantile Company, ...Harrisburg, Pa.
Miss Mary E. Beachler, ... Minter Publishing Company, ...Harrisburg, Pa.
Miss Elizabeth Perdue, ... Dold Packing Company, ...Harrisburg, Pa.
Miss Cora Tripner, ... Anti-Saloon League, ...Harrisburg, Pa.
Miss Mima Heagy, ... Mgr. E. E. Tolman, Loans, ...Harrisburg, Pa.
Miss Grace Warner, ... Dives, Pomeroy & Stewart, ...Harrisburg, Pa.
Miss Ella Wilson, ... Troy Laundry, ...Harrisburg, Pa.
Miss Wilhelmina Dress, ... Harrisburg Cigar Company, ...Harrisburg, Pa.
Miss Ella Weber, ... International Harvester Company, ...Harrisburg, Pa.
Miss Jessie E. Hoerner, ... Good Roads Machine Company, ..Mechanicsburg, Pa.
Miss Irene Lauck, ... Cumberland Valley Creamery Co,..Mechanicsburg, Pa.
Miss Verna St. Clair, ... Johnston Harvester Company, ...Harrisburg, Pa.
Mr. Harry Asper, ... Johnston Harvester Company, ...Harrisburg, Pa.
Mr. George W. Jacobs, ...State Capital Savings and Loan Co, ..Harrisburg, Pa.
Miss Emma Keeney, ... Jno. E. Fox, Attorney, ...Harrisburg, Pa.
Mr. R. Byron Schroeder, ... State Arsenal, ...Harrisburg, Pa.
Miss Grace N. Harclerode, ... Office of Superintendent of Schools, ...Steelton, Pa.
Miss Myra Laverty, ... Middletown Car Works, ...Middletown, Pa.
Miss Margaret Emminger, ... Raymond Manufacturing Company, ..Middletown, Pa.
Mr. Clarence R. Rupp, ... Central Iron and Steel Company, ...Harrisburg, Pa.
Mr. Percy R. McGinnes, ... Homer Shoemaker, Attorney, ...Harrisburg, Pa.
Mr. Ezra B. Care, ... In business, ...Linglestown, Pa.
Miss Mildred Kaufman, ... Keystone Film and Supply Co., ...Harrisburg, Pa.
Miss Maud Hoyer, ... Harrisburg Telegraph, ...Harrisburg, Pa.
Mr. Guy Brungard, ... National Biscuit Company, ...Harrisburg, Pa.
Mr. James A. Kelley, ... In business, ...Steelton, Pa.
Mr. Levi R. Heagy, ... Enola Realty Company, ...Enola, Pa.
Miss Ruth Martin, ... Court House, ...Harrisburg, Pa.
Mr. George W. Light, ... J. Horace McFarland Company, ...Harrisburg, Pa.
Mr. Paul A. Strickler, ... District Attorney's Office, ...Harrisburg, Pa.
Mr. Frank G. Otstott, ... Connecticut Mutual Life Ins. Co. .....Harrisburg, Pa.
Mr. Frank G. Bricker, ... D. Wilcox Mfg. Company, ...Harrisburg, Pa.
Mr. Ernest Lee Campbell, ... Irving College, ...Mechanicsburg, Pa.
Mr. I. Coover Eberly, ... Eberly & Orris Mfg. Company, ...Mechanicsburg, Pa.
Mr. Earl M. Bushey, ... The Equitable Life Assurance Society, Harrisburg, Pa.
Mr. Frank Montgomery, ... In business, ...Harrisburg, Pa.

Mr. Charles A. Markley,	In business,	Gettysburg, Pa
Miss Rosa Meck,	Roberts & Meck,	Harrisburg, Pa.
Mr. S. H. Neidig,	Neidig's General Store,	West Fairview, Pa.
Miss Rene Ammon,	Diener's Jewelry Store,	Harrisburg, Pa.
Miss Edith Strickler,	Harrar & Chamberlain,	Harrisburg, Pa.
Mr. E. G. Ensminger,	In business,	Harrisburg, Pa.
Mr. Ross W. Nissley,	Postmaster,	Hummelstown, Pa.
Mr. George P. Drake,	State Arsenal,	Harrisburg, Pa.
Mr. Ira D. Plank,	In business,	Gettysburg, Pa.
Mr. I. V. Otto,	Real estate	Brooklyn, N. Y.
Mr. Charles Leef,	Superior Drill Co.,	Harrisburg, Pa.
Mr. J. B. Clendenin,	American Book Co	Chicago, Ill.
Miss Sara M. Wilson,	Electric Light Co	Gettysburg, Pa.
Miss Eliz. Ream,	Hershey Chocolate Co.	Hershey, Pa.
Mr. Amos Curry,	Curry's Mills,	Swatara, Pa.
Mr. F. M. Burns,	New Cumberland Knitting Mills	New Cumberland, Pa.
Mr. Frank T. Preisler,	El Paso Brewing Association,	El Paso, Tex.
Mr. C. W. Yoder,	Harrisburg Steam Dye Co.,	Harrisburg, Pa.
Mr. Paul M. Swartz,	Deputy Prothonotary the Supreme Court of Pennsylvania,	Harrisburg, Pa.
Mr. Wayne Markley,	Bates & Co.,	Harrisburg, Pa.
Miss Grace Harclerode,	Mason D. Pratt,	Harrisburg, Pa.

Business men want a kind of writing that is legible and that can be written easily and rapidly. It must be neat but need not be beautiful except in its simplicity.

We believe this style meets the demand. It is also easily learned.

School of Commerce